



11 MAR 1957

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Furnishing Records of Agency Service to Other
Federal Establishments

1. This memorandum is for your information in response to your request for a report on our handling of requests for furnishing records of Agency service of former employees who are appointed to other Federal establishments.

2. As a general rule, the entire official record of an individual's service with any Federal agency is transferred to any other agency which employs that individual or, if he leaves the Federal service, to a Retired Records Center administered by the General Services Administration. Until about two years ago, we complied with this requirement for personnel who had been paid from vouchered funds to the extent of transmitting basic personnel documents (personnel actions, oath of office, etc.) to the appropriate custodian. We had obtained no formal exception for our noncompliance with respect to other employees. Following the issuance of Executive Order 10561, dated 13 September 1954, which established rules governing the Official Personnel Folder for all Federal employees, we requested and obtained an exception to the requirements for transferring these records outside of the Agency. (The Federal Bureau of Investigation is the only other agency with a similar exception.)

3. In lieu of forwarding the Official Personnel Folder, we now furnish a letter transcript of Agency service for our former employees who transfer to other Federal establishments. (Samples of such letters are attached.) If the individual had other Federal service prior to appointment with this Agency, that record is transferred to the new employing agency.

4. We do not routinely include with a transcript of service any evaluative material. If this type of information is requested by the new employing agency, it is furnished in accordance with the procedures outlined in the memorandum dated 4 March 1957 which you transmitted to the Director of Central Intelligence concerning Recommendations to Prospective Employers of Agency Personnel.



Gordon M. Stewart
Director of Personnel

Attachments

Base on record

SAMPLE

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

8 March 1957

Personnel Officer
Department of State
Washington 25, D.C.

Attention: Files Unit

Gentlemen:

In accordance with your request, we are herewith transmitting the Official Personnel Folder of Miss Joan Smith's Federal service prior to appointment with this Agency.

In addition, the following information is furnished concerning her service with the Central Intelligence Agency:

Excepted Appt.	5 Feb. 1951	Clerk	GS-4	\$2875.00
Pay Adjustment	Oct. 1951	"	"	\$3175.00
PSI	17 Feb. 1952	"	"	\$3255.00
PSI	15 Feb. 1953	"	"	\$3335.00
Promotion	1 Mar. 1953	Sec. Steno.	GS-5	\$3535.00
Resignation	1 Apr. 1953	Personal Reasons		

Very truly yours,

G. M. Stewart
Director of Personnel

Added after first para. if necessary: His/her Waiver of Life Insurance Coverage form is also attached.

Inserted as last para. if necessary: The time and leave balances will be forthcoming in the near future.

SAMPLE

CENTRAL INTELLIGENCE AGENCY

WASHINGTON 25, D. C.

8 March 1957

Personnel Officer
Department of State
Washington 25, D.C.

Attention: Files Unit

Dear Sir:

In place of the Official Personnel Folder which you requested, the following information is furnished concerning Miss Joan Smith's service with the Central Intelligence Agency:

Excepted Appt.	5 Feb. 1951	Clerk	GS-4	\$2875.00
Pay Adjustment	Oct. 1951	"	"	\$3175.00
PSI	17 Feb. 1952	"	"	\$3255.00
PSI	15 Feb. 1953	"	"	\$3335.00
Promotion	1 Mar. 1953	Sec. Steno.	GS-5	\$3535.00
Resignation	1 Apr. 1953	Personal Reasons		

Very truly yours,

G. M. Stewart
Director of Personnel

If necessary:

Inserted as para. before last: His/her Waiver of Life
Insurance Coverage form is also attached.

Inserted as last para: The time and leave balances will be
forthcoming in the near future.

MEMORANDUM FOR: Mr. Dulles

[Handwritten signature]

The attached memorandum is for your information.

In accordance with your request, it outlines our standard operating procedure for furnishing records of Agency service to other federal establishments.

[Redacted signature box]

L. K. White

12 Mar 57
(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)